



CITY OF LONG BEACH

POLICE DEPARTMENT

100 LONG BEACH BOULEVARD ! LONG BEACH, CA 90802 ! 562-570-7301 FAX 562-570-7114

OPENING FOR CLERK TYPIST III – UNCLASSIFIED

Salary Range 380: \$13.165 to \$18.002 per hour

There is an immediate opening for a permanent, full-time unclassified Clerk Typist III position. The individual selected will provide direct support to the Records Administrator of the Records Division in the Administration Bureau of Police Department. This position qualifies for a \$.30 per hour skill pay.

Duties Include:

- Supervising temporary employees
- Scheduling appointments and meetings
- Completing project assignments
- Typing correspondence, performance evaluations and staff meeting agendas and minutes
- Ensuring distribution of mail for the Department
- Verifying and submitting employee timesheets to the Personnel Division
- Maintaining Division files
- Processing Division purchase orders

Requirements Include:

- Strong oral and written communication skills
- Proficiency in word processing and general office skills (Excel knowledge is desirable)
- Flexibility in taking on new tasks and assignments and willingness to perform other related duties as required
- Ability to handle confidential issues in a professional manner
- Ability to prioritize and work in a fast-paced environment
- Ability to work well with staff and management at all levels of the department
- Ability to maintain professional conduct under pressure

Experience working in the City of Long Beach and with law enforcement would be desirable, but not required.

Applicants are asked to submit a letter of interest, resume, and the names and telephone numbers of two current professional references no later than 4:30 p.m. on Friday, January 14, 2005.

Long Beach Police Department
Attention: Jonathan Stafford, Records Administrator
100 Long Beach Blvd., Sixth Floor
Long Beach, CA 90802

Resumes will be reviewed for relevant experience and qualifications. Those applicants most qualified will be contacted for an interview. The successful candidate will be required to complete a thorough background review.

This information is available in an alternative format by contacting 562-570-5862.

AN EQUAL OPPORTUNITY EMPLOYER